



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

MCCDCO 5040.2

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B 051

18 SEP 2001

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 5040.2

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S VALIDATION PROGRAM (CGVP)

Ref: (a) MCO 5040.6F

Encl: (1) Area Inspection Responsibilities  
(2) CGVP Definitions, Inspection Principles, Grading System, and Detailed Inspection/Checklists  
(3) Guidance for Preparation/Conduct of CGVP Inspections  
(4) Formats for Unit Validation Report and Status of Findings Report

Reports Required: I. Unit Inspection Report (Report Control Symbol EXEMPT), par. 7a  
II. Status of Findings Report (Report Control Symbol EXEMPT), par. 7a  
III. Command Annual Inspection Report (Report Control Symbol EXEMPT), par. 7b

1. Purpose. To provide guidance and inspection procedures for the CGVP per the reference.

2. Cancellation. MCBO 5040.1A.

3. Summary of Revision. This consolidation/revision contains a significant number of changes and should be reviewed in its entirety.

4. Backaround

a. On 1 May 1988, the Commandant of the Marine Corps (CMC) eliminated the traditional Inspector General of the Marine Corps (IGMC) inspections and adopted a Marine Corps-wide inspection philosophy, whereby the focus of the inspection process would reside with major subordinate commanders.

**18 SEP 2001**

b. The reference establishes the Marine Corps inspection process and assigns inspection authority and responsibility to the CG MCCDC to establish a program for this Command.

c. CG MCCDC, as a CMC major subordinate commander, is responsible for designing and administering no-notice, biennial command inspections. The inspections reinforce combat readiness, evaluate areas essential for mission performance, and help commanders identify training deficiencies. The assumption is that tenant commands are ready and mission-capable; the CGVP merely validates that assumption.

d. The IGMCI triennially evaluates the effectiveness of command inspection programs by visits and analysis of command inspection reports and an on-site no notice inspection.

5. Mission. The MCCDC Inspector shall plan and conduct a series of no-notice inspections in order to biennially validate the readiness of Quantico-based commands for their most-dangerous and most-likely mission profiles, and to assist those Commanders in identifying improvements to mission performance. The MCCDC Inspector also serves in the capacity as the MCB, Quantico Inspector.

6. Concept of Operations. To accomplish his mission, the Inspector shall:

a. Inspect, investigate, or inquire into any and all matters of importance to CG MCCDC with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics and integrity; environmental protection; safety and occupational health; medical and dental matters; physical security; information systems management; equal opportunity issues; personnel support services, troop information and other issues affecting quality of life; command relationships and organizational structures; shall establish policy and procedures for inquiries; and shall supervise, guide, and coordinate all MCCDC/MCB, Quantico inspections, evaluations and appraisals.

b. Through analysis of information obtained through investigations, identify areas of weakness on MCCDC/MCB, Quantico that relate to matters of discipline, integrity, efficiency and readiness, and provide appropriate recommendations for improvement.

c. Receive allegations of inefficiency, misconduct, impropriety, mismanagement, or violations of law, and investigate or refer such matters for investigation, as the CG MCCDC/MCB, Quantico deems appropriate.

**18 SEP 2001**

d. Serve as principal point of contact to Department of Defense (DoD), Department of the Navy (DON), and on Headquarters Marine Corps (HQMC) all inspection, investigation, and related matters pertaining to MCCDC/MCB, Quantico.

e. Conduct for DoD, DON, and HQMC, inspections and surveys of, and make appropriate evaluations, reports, and recommendations concerning:

(1) Tenant Commands of MCCDC/MCB, Quantico.

(2) Programs which impact on readiness or mission performance.

f. Conduct area visits and make appropriate evaluations, reports, and recommendations.

g. Establish objectives for, coordinate, and monitor inspection programs in conjunction with appropriate commanders or supervisory authorities.

h. Coordinate the efforts of organizations engaged in the periodic evaluation of effectiveness, efficiency, integrity, and economy in order to minimize duplication and the number of inspections imposed on any unit or activity.

i. Investigate any matters throughout MCCDC/MCB, Quantico as directed by DoD or HQMC, or otherwise deemed appropriate by the CG MCCDC or CG MCB, Quantico. Requests for investigations by other local officials shall be given due consideration.

j. Serve as the MCCDC/MCB, Quantico official to whom, as an alternative to the normal chain of command channels, military and civilian personnel may lodge complaints and provide facts without fear of reprisal concerning violations of law, rules, or regulations; fraud, waste, or inefficiency; abuse of authority or other misconduct; and other matters that reasonably can be expected to be of interest to the Secretary, Chief of Naval Operations, CMC, Navy Inspector General, or DoDIG; in order to ensure appropriate inquiry and management action.

k. Serve as central coordinator for MCCDC/MCB, Quantico matters involving fraud, waste, and inefficiency; receive information from appropriate offices on significant items of fraud, waste and inefficiency MCCDC/MCB-wide and report status of corrective actions to higher authority; followup, as required.

**18 SEP 2001**

1. Serve as central coordinator for MCCDC matters involving fraud, waste, and inefficiency; receive information from appropriate offices on significant items of fraud, waste and inefficiency and report status of corrective actions to higher authority; followup, as required.

m. Serve as MCCDC Program Manager and focal point for the MCCDC "Hotline" Program.

n. Serve as MCCDC focal point for all matters pertaining to acquisition-related fraud remedies.

o. Award Marines, Sailors and/or Civilians who are deemed noteworthy in their respective functional areas, one of the following on-the-spot awards:

(1) Letter of Appreciation

(2) Certificate of Excellence

(3) Certificate of Commendation

(4) Navy and Marine Corps Achievement Medal

## 7. Information

### a. Goals and Philosophy

(1) Goals. The goals of the CGVP are to ensure overall compliance with the policies of the CMC, CG MCCDC, and CG MCB and to assist activity commanders in promoting morale, economy, efficiency, effectiveness, combat readiness, and professionalism. The CGVP assists in preventing, detecting, and investigating cases of fraud, waste, abuse, discrimination, sexual harassment, and other related improprieties.

(2) Philosophy. The CGVP is to be administered to ensure that the inspection process requires the least number of inspections in order to meet the aforementioned goals. Inspections should cause minimal disruption to the daily work routine. Redundancy in the inspection process is to be avoided whenever possible.

b. The Office of the Inspector assumes an oversight role for the CGVP. The Inspector is responsible for coordinating all inspections or evaluations and ensuring all inspections are conducted under the guidance of the CG.

**18 SEP 2001**

c. Activities under this program normally include, but are not limited to, Headquarters and Service Battalion (HqSvcBn); Security Battalion (SctyBn); Training and Education Command (Training Command and Education Command) within the confines of MCB, Quantico, VA. Commanders of these activities and others, as determined by the CG MCCDC or higher headquarters, will provide qualified individuals to serve as augmentee inspectors for the functional areas listed in enclosure (1). Specific by-name assignments are made via separate correspondence. Commanders are responsible for ensuring personnel assigned as augmentee inspectors are available when needed and are to provide a suitable and qualified replacement as necessary. The assignment period is normally for 6 months. Any inspections under the CGVP scheduled during that time are conducted by the Office of the Inspector with the assistance of the augmentee inspectors.

d. Documentation/Records. The MCCDC Inspector will document all inspections/evaluations and will maintain records of such inspections/evaluations for 3 years. The inspector will ensure these records are available to the IGMC during the triennial inspections of the Command's CGVP, or when required.

e. Oversight and Followup System. The Office of the Inspector is responsible for the oversight and followup of each inspection. The Inspector is to monitor and track inspectors using the Automated Inspection Reporting System (AIRS). Routine inspections, i.e., fire, safety, environmental, habitability, sanitation, security, building maintenance, etc. for tenant activities are to continue per existing host/tenant Memorandums/Letters of Agreement (MOA/LOA) or Interservice/Intraservice Support Agreements (ISSA). Official results are to be forwarded to the Office of the Inspector for routing and maintaining.

f. Area Inspection Responsibilities. Area inspection responsibilities are delineated in enclosure (1).

g. CGVP Definitions, Inspection Principles, Grading System, and Detailed Inspection/Checklists. Definitions, inspection principles, and the grading system, as well as comments concerning Marine Corps detailed inspection/checklists, which are applicable to the CGVP, are contained in enclosure (2).

h. Guidance for Preparation/Conduct of CGVP Inspections. Guidance for the preparation/conduct of CGVP inspections is provided in enclosure (3).

**18 SEP 2001**

i. Formats for Unit Inspection Reports (UIR) and Status of Findings Reports. Report formats are provided in enclosure (4).

8. Support

a. For those inspections/evaluations requiring special expertise not resident within this Command, the Office of the Inspector requests appropriate assistance from HQMC, staff agencies and/or activities within the local travel area.

b. The inspection of areas requiring special attention or scheduling is to be conducted on an individual basis by the Inspector and the responsible HQMC staff agency. The following inspections/evaluations are to be coordinated by the IGMC, with the concurrence of the HQMC functional area manager and the CG MCB (B 051):

(1) Field Supply Maintenance Analysis Office

(2) Intelligence Oversight

(3) Food Service Assistance Team

(4) Marine Corps Administrative Analysis Team

c. The Office of the Inspector will ensure the most current Marine Corps inspection checklists from the IGMC's AIRS are available through the electronic mail and MCCDC/MCB websites.

9. Reports

a. Within 15 days of the completion of each CGVP inspection/evaluation, a UIR and Status of Findings Report providing a comprehensive appraisal of significant findings is to be completed using the format in enclosure (4) and issued to the commander of the activity inspected. The commander of the activity inspected is to respond with corrective actions taken to the CG MCB (B 051) within 30 days of the date of the UIR. The Inspector enters actions taken into AIRS. The Inspector is to continue followup action until all findings are appropriately answered.

b. The Inspector prepares the Command Annual Inspection Report by 15 October for forwarding to the CMC (IG) per the reference.

**10.** Action

a. Commanding Generals

**18 SEP 2001**

(1) Inform the Inspector immediately concerning all scheduled or requested inspections, evaluations, audits, and staff visits to this Command by external agencies which may use your office as a point of contact. Provide any correspondence concerning such inspections, audits, and evaluations to the Office of the Inspector, CG MCCDC (B 051).

(2) Provide to the Office of the Inspector upon request, qualified personnel as augment inspectors to conduct an inspection. A tentative schedule is to be provided for planning purposes. Personnel are to be assigned for a 6-month period. If the assigned individual is unavailable, it is the CO's responsibility to assign a qualified replacement, in writing, to the Office of the Inspector.

(3) Be prepared to be inspected in those areas listed in appendix A to enclosure (1) or for any short notice inspection that may be directed. Obtain copies of appropriate Marine Corps inspection checklists electronically from the Base website.

(4) Respond with action taken to correct any findings identified during an inspection within 30 days of the date of the UIR. Respond as directed upon receipt of the Status of Findings Report.

b. Division Directors/Staff Heads

(1) Be prepared to be inspected in those areas listed in appendix B to enclosure (1). Obtain copies electronically of appropriate Marine Corps inspection checklists from the Base website.

(2) Provide to the Office of the Inspector personnel as augmentee inspectors to conduct the CGVP.

(3) Inform the Office of the Inspector immediately concerning all scheduled or requested inspections, evaluations, and staff visits to this Command by external agencies that may use your office as a point of contact. Provide any correspondence concerning such inspections to the Office of the Inspector, CG MCCDC/MCB (B 051).

c. Office of the Inspector

(1) Assume an oversight role for the Command CGVP and all external inspection/evaluation/audits.

(2) Serve as the principal advisor to the CG MCCDC and CG MCB on all inspection matters. Brief the CG MCCDC and CG MCB as necessary and/or when requested.

**18 SEP 2001**

(3) Conduct, or cause to be conducted, all inspections, evaluations, and audits in order to fulfill the requirements of this Order. Ensure that all Commanding Generals of commands subordinate to CG MCCDC are advised of inspections within this organization and that they are properly briefed as necessary or when requested.

(4) Ensure all augmentee inspectors receive training on the proper conduct of inspections and inspection procedures.

(5) Obtain current Marine Corps inspection checklists through the AIRS.

(6) Request appropriate assistance from HQMC staff agencies for those inspections, evaluations, and audits requiring special expertise not resident within this Command.

(7) Prepare a UIR and Status of Findings Report to the Commander/Head of the activity inspected within 15 days of the completion of any inspection or evaluation.

(8) Respond with action taken to correct any findings identified during an inspection within 30 days of the date of the UIR. Respond as directed upon receipt of the Status of Findings Report.

(9) Document all inspections, evaluations, and audits; maintain records of all such inspections, evaluations, audits for a period of 3 years; make records available to the IGMC during triennial inspections of this Command's CGVP.

(10) Prepare the Command Annual Inspection Report in the format specified in appendix B to enclosure (6) of the reference and forward to the CMC (IGMC) by 15 October.


(11) Provide an independent command evaluation of the adequacy and effectiveness of internal control systems to deter and/or detect fraud, waste, abuse, discrimination, sexual harassment, and other related improprieties. When weaknesses are detected, provide recommendations to correct and/or strengthen internal control systems as appropriate.

d. Tenant Activity Heads. Participate in the Command's CGVP per existing host/tenant MOA's/LOA's/ISSA's, as required.



MCCDCO 5040.2  
**1 8 SEP 2001**

11. Recommendations. Recommendations concerning the contents of the CGVP are invited. Such recommendations are to be forwarded to the CG MCCDC via the appropriate chain of command.

  
DANIEL P. O'BRIEN  
Chief of Staff

DISTRIBUTION: INTERNET

AREA INSPECTION RESPONSIBILITIES

1. The Commanding General's Validation Program inspections concentrates on core inspection program areas such as, personnel administration, logistics, personnel, training, health and safety, security, and general areas as specified in enclosure (5) of MCO 5040.6.
2. Appendix A to this enclosure identifies those area inspections for Headquarters and Service Battalion, Security Battalion, and Training and Education Command that will be conducted by the CG MCCDC.
3. The MCCDC staff are inspected in the areas listed in appendix B of this enclosure.

ENCLOSURE (1)

AREA INSPECTIONS OF COMMANDS

<u>CODE AREA</u>	<u>AIRS NUMBER</u>	<u>AREA</u>
ADMINISTRATION		
	<b>020</b>	REQUEST MAST
	<b>040</b>	CAREER PLANNING
	<b>060</b>	PUBLICATIONS/DIRECTIVES
	<b>061</b>	MARINE CORPS RECORDS MANAGEMENT
	<b>062</b>	GENERAL ADMINISTRATION
	<b>063</b>	FITNESS REPORT
	<b>066</b>	PROMOTION
	<b>071</b>	MILITARY AWARDS
	<b>080</b>	MARINE CORPS TOTAL FORCES SYSTEMS
	090	LEGAL ADMINISTRATION
	100	POSTAL
	<b>120</b>	PERSONAL AFFAIRS
	<b>121</b>	SEPARATION AND RETIREMENT
	<b>122</b>	TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)
	960	FAMILY ADVOCACY PROGRAM
LOGISTICS		
	<b>130</b>	GROUND SAFETY MATTERS
	140	MOTOR VEHICLES SAFETY
	<b>405</b>	INFORMATION SYSTEMS MANAGEMENT
	561	GARRISON PROPERTY (PERSONNEL SUPPORT EQUIPMENT AND PLANT)
	<b>630</b>	COMMUNICATION ELECTRONICS
	<b>670</b>	HOUSEKEEPING
PERSONNEL		
	290	OFFICER UNIFORM INSPECTION
	<b>300</b>	SNCO UNIFORM INSPECTION
	<b>310</b>	PERSONNEL INSPECTION
	<b>320</b>	DRILL
	<b>325</b>	SWORD MANUAL/STAFF DRILL
	<b>420</b>	COLOR GUARD

**18 SEP 2001**

## AREA INSPECTIONS OF COMMANDS

<u>CODE AREA</u>	<u>AIRS NUMBER</u>	<u>AREA</u>
TRAINING		
	<b>340</b>	PHYSICAL FITNESS
	<b>350</b>	WEIGHT CONTROL/MILITARY APPEARANCE
	<b>360</b>	MARKSMANSHIP
	<b>380</b>	UNIT TRAINING MANAGEMENT
	<b>381</b>	WATER SAFETY/SURVIVAL PROGRAM
	<b>382</b>	BATTLE SKILLS TRAINING
	<b>383</b>	LEADERSHIP
	<b>384</b>	TROOP INFORMATION
	<b>385</b>	PROFESSIONAL MILITARY EDUCATION
	390	MCI PROGRAM
	<b>400</b>	FORMAL SCHOOLS
	<b>430</b>	INTERIOR GUARD
	<b>460</b>	HISTORICAL PROGRAM
	<b>480</b>	PHYSICAL SECURITY/ COMBATING TERRORISM
	930	NBC DEFENSE (INDIVIDUAL)
GENERAL		
	190	EQUAL OPPORTUNITY
	<b>200</b>	SUBSTANCE ABUSE PROGRAM
	<b>210</b>	ABSENTEE VOTING
	490	FISCAL MATTERS
	500/1	MEDICAL READINESS
	511	DENTAL SUPPORT/READINESS
	<b>766</b>	INDUSTRIAL HYGIENE

1 8 SEP 2001

## AREA INSPECTIONS OF MCCDC/MCB STAFF

<u>STAFF</u>	<u>AREA/DIVISION</u>	<u>AIRS</u>	<u>NUMBER</u>	<u>AREA</u>
HEALTH CARE ADVISOR		500		MEDICAL
		505		MEDICAL/DENTAL EQUIPMENT AND SUPPLY
		530		PREVENTIVE MEDICINE
		766		INDUSTRIAL HYGIENE
DENTAL CARE ADVISOR		510		DENTAL
		505		MEDICAL/DENTAL EQUIPMENT AND SUPPLY
ASSISTANT CHIEF OF STAFF, G-1		<b>060</b>		PUBLICATIONS/DIRECTIVES
		<b>064</b>		PRINTING MANAGEMENT
		<b>065</b>		PRIVACY ACT
		<b>067</b>		IDENTIFICATION CARDS
		<b>070</b>		PERSONNEL ADMINISTRATION
		<b>100</b>		POSTAL AFFAIRS
		<b>123</b>		MARINE CORPS PERSONNEL SPONSORSHIP
		<b>270</b>		SECURITY OF CLASSIFIED INFORMATION
		<b>635</b>		COMMUNICATIONS SECURITY MATERIAL SYSTEM
		<b>640</b>		NAVAL WARFARE PUBLICATIONS LIBRARY
ASSISTANT CHIEF OF STAFF, G-3		170		MUSICAL UNITS
		<b>470</b>		TRAINING AND AUDIOVISUAL SUPPORT ACTIVITIES
		<b>480</b>		PHYSICAL SECURITY AND COMBATING TERRORISM
		<b>481</b>		OPERATIONS SECURITY
		<b>810</b>		EOD TECHNICAL EVALUATION

Appendix B to  
ENCLOSURE (1)

MCCDCO 5040.2  
18 SEP 2001

AREA INSPECTIONS OF MCCDC/MCB STAFF

<u>STAFF</u>	<u>AREA/DIVISION</u>	<u>AIRS</u>	<u>NUMBER</u>	<u>AREA</u>
ASSISTANT CHIEF OF STAFF, G-5		680		BACHELOR HOUSING MANAGEMENT
		760		MAINTENANCE AND OPERATION OF FACILITIES
		761		UTILITIES MANAGEMENT
		762		ENERGY CONSERVATION
		763		NATURAL RESOURCES MANAGEMENT
		764		ENVIRONMENTAL PROGRAM MANAGEMENT
		767		PEST CONTROL PROGRAM
		770		FACILITIES PLANNING AND PROGRAMMING
		780		FAMILY HOUSING
DIRECTOR, SAFETY DIVISION		130		GROUND SAFETY
		140		MOTOR VEHICLE SAFETY
INSPECTOR		020		REQUEST MAST
		240		INTELLIGENCE OVERSIGHT
		316		FRAUD, WASTE, ABUSE, OVERSIGHT AND HOTLINE
		317		FRAUD, WASTE, ABUSE, AND HOTLINES
		319		COMMAND INSPECTION PROGRAM
SECURITY BATTALION		440		CORRECTIONAL FACILITY
		450		PMO OPERATIONS
		480		PHYSICAL SECURITY
		765		FIRE PREVENTION AND PROTECTION MANAGEMENT
		950		DETENTION SPACES
		955		CORRECTIONAL CUSTODY

**18 SEP 2001**

## AREA INSPECTIONS OF MCCDC/MCB STAFF

<u>STAFF</u>	<u>AREA/DIVISION</u>	<u>AIRS</u>	<u>NUMBER</u>	<u>AREA</u>
PUBLIC AFFAIRS OFFICER		150		PUBLIC AFFAIRS
ASSISTANT CHIEF OF STAFF, G-4		591		GARRISON MOBILE EQUIPMENT
		700		FOOD SERVICE MANAGEMENT
		750		DEFENSE COMMISSARY AGENCY STORES
		<b>800</b>		TRAFFIC MANAGEMENT
DIRECTOR, MARINE CORPS COMMUNITY SERVICES		122		TRANSITION ASSISTANCE MANAGEMENT PROGRAMS
		160		NAFI PERSONNEL
		<b>200</b>		SUBSTANCE ABUSE PROGRAM
		<b>410</b>		EDUCATION
		<b>650</b>		MORALE WELFARE ACTIVITIES
		920		COMMERCIAL ACTIVITIES PROGRAM
		960		FAMILY PROGRAMS
COMMANDING GENERAL, TRAINING AND EDUCATION COMMAND		<b>400</b>		FORMAL SCHOOLS
COMMAND CHAPLAIN		<b>520</b>		RELIGIOUS MINISTRIES
ASSISTANT CHIEF OF STAFF, G-6		<b>405</b>		INFORMATION SYSTEMS MANAGEMENT
		<b>630</b>		COMMUNICATION ELECTRONICS
		<b>635</b>		COMMUNICATIONS SECURITY MATERIAL SYSTEM
DIRECTOR, COMPTROLLER DIVISION		490		FISCAL MATTERS

Appendix B to  
ENCLOSURE (1)

1 8 SEP 2001

CGVP DEFINITIONS, INSPECTION PRINCIPLES, GRADING SYSTEM,  
AND DETAILED INSPECTION/CHECKLISTS

1. Definitions. For the purpose of this Order, the following definitions apply:

a. Assistance Visit. An unofficial evaluation requested by an activity or directed by CG MCCDC. The results are used exclusively for the purpose of training activity personnel and are not to be used to compare or to provide the basis of evaluation of past performance. The results are provided only to the commander or head of the visited activity.

b. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews which must be performed in accordance with Generally Accepted Government Auditing Standards and by professionally qualified auditors.

c. Evaluation. An official appraisal of or study to determine the significance, validity, effectiveness, and value of a particular program or event.

d. Discrepancy. An error or failure to comply with guidance, direction, or action as stated in appropriate and applicable directives and is correctable in a reasonably short period of time.

e. Detailed Inspection/Checklist. A written set of guidelines for a specific area that:

(1) Outlines the general elements for day-to-day administration and operation of a program.

(2) Provides guidelines for internal review.

(3) Provides standardized criteria for conduct of an inspection.

f. Finding. A significant discrepancy within the activity that:

(1) Detracts from the readiness of the activity.

(2) Is a practice that could lead to fraud, waste, or abuse.

ENCLOSURE (2)



**1 8 SEP 2001**

(3) Involves issues of health, morale, or welfare of personnel.

(4) Significantly deviates from Marine Corps and/or higher headquarters policies and procedures.

g. Followup Inspection. An inspection of the action taken by the unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible.

h. Inspection. An official evaluation of an activity where the results or findings are reported in writing to higher headquarters. Not included are audits performed by recognized audit groups under formal audit standards.

2. Inspection Principles. Activity heads and inspectors consider the following as a minimum when preparing for and conducting inspections:

a. The fundamental purpose of an inspection is to assess readiness and enhance the ability of an activity to prepare for war and to perform its assigned mission.

b. Inspectors identify root causes of problems, particularly those beyond the capability of the commander to solve.

c. Inspections to be decentralized wherever possible.

d. Inspections foster a climate of trust and confidence.

e. Inspectors respect and uphold the commander's authority.

f. The number, frequency, and types of inspections to be held to a minimum.

g. Duplication among inspections is to be avoided whenever possible.

h. Inspections recognize excellence.

i. Inspections are to be positive, productive learning experiences for the Marines.

j. Inspections results are submitted via a written report.

ENCLOSURE (2)

18 SEP 2001

### 3. Grading System

a. Keeping within the overall parameters associated with the Marine Corps mission, the following grading system is to be used for all inspections, evaluations, and audits conducted under the CGVP:

(1) Mission Capable. The activity possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

(2) NonMission Capable. The activity does not possess the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

b. The primary purpose of this grading system is to qualify those capabilities of the activity being evaluated or inspected.

### 4. Detailed Inspection/Checklists

a. The Marine Corps detailed inspection/checklists, that are maintained by the respective CMC functional area managers, to be used by activity heads and inspectors in preparing for and conducting inspections under the CGVP. Current detailed inspection/checklists for each area to be inspected are available via the MCCDC/MCB, Quantico website or by calling the Office of the Inspector at 784-2277/78. The following cautionary notes are provided concerning the use of detailed inspection/checklists.

(1) Detailed Inspection/checklists are intended to provide activities with the guidelines from applicable directives for day-to-day administration and operations. However, they are not intended to be all encompassing in content. Thus, total reliance on such detailed inspection/checklists, in lieu of proper reference to pertinent directives, should be avoided as they do not guarantee a mission-capable rating.

(2) The absence of a detailed inspection/checklist for an area does not mean that the area is not subject to inspection. It simply means that a specific detailed inspection/checklist may not have been developed for that particular area.

(3) Notwithstanding the fact that detailed inspection/checklists are updated by the respective HQMC functional area managers on a continuous basis, care must be exercised to ensure that the most current directives are used in preparing for the inspection.

ENCLOSURE (2)

MCCDCO 5040.2

**18 SEP 2001**

b. A copy of each completed detailed inspection/checklist are provided to the commander of the activity inspected upon completion of the CGVP inspection. This forms the basis for any required corrective action. Inspectors address discrepancies noted and provide appropriate comments and suggestions to correct deficiencies.

ENCLOSURE (2)

GUIDANCE FOR PREPARATION/CONDUCT OF CGVP INSPECTIONS

1. Activity Participation

a. The activity shall strive for maximum availability of personnel for the inspection.

b. Personnel participation in the troop events and officer/SNCO uniform inspection to be determined by the Inspector using the alpha roster and Table of Organization (T/O).

c. The activity to be inspected ensures the readiness and availability of all personnel selected to participate in the troop events. Troop events include physical fitness test (PFT); clothing and equipment inspection; personnel inspection/drill, and operational readiness events. On the first day, the Inspector issues the Commander of the inspected unit a five paragraph order detailing the events and participation.

2. Officer and SNCO Uniform Inspection

a. The Office of the Inspector designates the officers and SNCO's to participate in the uniform inspection, and the uniforms each are to wear.

b. Personnel to be inspected should be prepared to answer questions relating to the profession of arms, leadership and Quality of Life.

c. The Command provides appropriate private space for the officer and SNCO uniform inspections. Personnel report singularly using normal reporting procedures, except that the hand salute is to be held until the inspector orders "two."

d. Rosters are to be made available to the inspecting officer prior to the inspection. The names should be listed in the order that the officers/SNCO's appear for the inspection. Adequate lighting for viewing the details of the uniform and an appropriate area for executing facing movements in the inspection area to be made available. Those officers designated to appear for inspection with swords are to be prepared to execute the Sword Manual upon request. A sword is to be available in the SNCO room should the inspector request any movements.

**18 SEP 2004**

e. The OQR/SRB of each officer/SNCO being inspected is provided to the Office of the Inspector upon request. The Office of the Inspector provides it to the inspecting officer for review.

f. Personnel inspections should take approximately 5 minutes per individual. Commanders are discouraged from having more than three to five Marines standing by for inspection.

3. Personnel Inspection, Drill, and Clothing and Equipment Inspection

a. Marines participating in the personnel inspection and/or drill are inspected with individual weapons (M-16's). Unless otherwise directed, cartridge belts, canteens, first-aid packets, bayonets, magazine pouches, magazines, pistols, and pistol holsters, are not to be worn. **The uniform is utilities.**

(1) Platoon commanders are to wear the cartridge belt.

(2) Platoon sergeants are to wear the cartridge belt.

(3) Right guides are to carry guidons during this inspection.

(4) The platoon sergeant, normally a SNCO designated by the activity being inspected, may be a former drill instructor. Individual NCO's are to be selected by the inspector who is to designate the drill movements to be performed. All drill movements (NAVMC 2691, Marine Corps Drill and Ceremonies Manual) are subject to being prescribed. Gloves are not to be worn during the drill portion of a CGVP inspection.

b. Marines participating in the clothing and equipment inspection are to be inspected in the billeting area, by bunks or wall lockers, uncovered, with clothing and equipment displayed per current Marine Corps directives. Uniform for this inspection is service "C" unless otherwise designated by the Office of the Inspector. During the clothing inspection, the inspector may direct certain Marines to change into an off-season, service or utility uniform.

(1) Those Marines participating in the clothing and equipment inspection are to display their current ID card and set of ID tags.

(2) Those personnel in an activity not required to possess 782 equipment are exempt from displaying same.

ENCLOSURE (3)

**18 SEP 2001**

(3) Locker boxes and chests of drawers are to be prepared for inspection, but not opened. Boxes are not to be locked. Inspecting officers may direct opening for inspection at their discretion.

(4) "Brown baggers" are to display their gear per guidance from the Inspector.

c. Recorders (NCO's) are to be designated by the activity being inspected to accompany inspectors during these events. Assigned NCO's are to be equipped with a clipboard and sufficient paper to record the comments of the inspector regarding each Marine inspected. Each squad that is inspected are to be recorded on a separate page. The original copy of the notes taken with the total number of Marines inspected is to be presented to the inspector following the inspection.

d. Each Marine participating in the personnel inspection and/or drill is to have their current ID card and set of ID tags in their possession at the time of the inspection.

4. PFT. The PFT is to be conducted per MCO 6100.3.

5. Request Mast

a. On those occasions when the IGMC conducts triennial inspections of this Command's CGVP, request mast is to be held for all Marines desiring to be heard. All Marines who wish to appear at request mast are to be afforded this opportunity. Request mast is to be conducted by a representative of the IGMC per MCO 1700.23.

b. Efforts to solve problems that result in petitions for request mast shall be made at the lower levels. However, to preclude an individual from real or imaginary feelings of being prevented from seeing the IGMC's representative, no special attempts are to be made by the individual's activity to solve the problem to the individual's satisfaction solely for the purpose of avoiding request mast during the IGMC inspection. No Marine is required to divulge the subject of their request mast prior to a hearing with the IGMC's representative should the Marine desire that it remain confidential.

c. The fact that a Marine petitions for request mast with the IGMC's representative should not be interpreted by the activity commander as a failure to look out for the welfare of the Marine. A copy of the request mast is to be provided to the commander of the Marine requesting mast upon completion of the request mast process.

ENCLOSURE (3)

**1 8 SEP 2001**

d. When the dates and times for the request mast have been confirmed, the Inspector is to publish a separate bulletin announcing the IGMC request mast dates, times, and locations and other pertinent information as required per MCO 1700.23.

e. Upon publication of the aforementioned request mast bulletin, the Inspector's office publishes an IGMC request mast bulletin containing, at a minimum, the following information:

(1) The subject is "Request Mast with a Representative of the IGMC."

(2) Every Marine is afforded the opportunity to request mast with a representative of the IGMC.

(3) Date, time, and location of the activity's request mast.

(4) Procedures to be followed.

(5) Marines who requests mast in good faith may do so without fear of prejudice to their interests.

f. Any request mast, other than with a representative of the IGMC during a triennial IGMC inspection visit of this Command, is to be conducted per the procedures outlined in MCBO 1700.3.

6. CGVP Sword Manual Inspection. Designated officers and SNCO's are to be inspected as an eight-member parade battalion staff. They are to exercise those movements of the sword manual and close order drill inherent in a battalion ceremonial parade as defined in paragraph 15-2 of NAVMC 2691, Marine Corps Drill and Ceremonies Manual. The officer assigned as the battalion adjutant remains with the staff during the entire inspection.

a. The uniform for this inspection is the service "A" uniform with ribbons and badges, without name tags or gloves.

b. Designated officers are to be armed with the officer's sword and are to wear the black leather duty belt from which the sword is to be slung.

c. Designated SNCO's are to be armed with the NCO sword and are to wear the black leather duty belt from which the sword is to be slung.

**18 SEP 2001**

## 7. Special Instructions

a. Command Briefing. The activity being inspected conducts a command briefing for the CGVP inspection team prior to the commencement of the scheduled inspection. This briefing should be limited to not more than 15 minutes and should include mission, tasks, and functions; organization; command relationships; and an identification or comment on any significant problem areas. The date and time of this briefing, as well as the location and attendance requirements to be coordinated by the activity to be inspected.

b. Critique. The critique is to be a series of individual debriefs by the functional area lead inspector, the Command counterpart, and the Inspector. Debriefs are scheduled as each functional area inspection is completed.

c. Honors. There are to be no honors of any kind rendered by any MCCDC/MCB activity for any CGVP inspection, or triennial IGMC inspection.



**18 SEP 2001**FORMATS FOR UNIT VALIDATION REPORT AND  
STATUS OF FINDINGS REPORT5040  
(Originator Code)  
(Date)From: Commanding General  
To: Commanding Officer, \_\_\_\_\_

Subj: UNIT VALIDATION REPORT

Ref: (a) MCCDCO 5040.2

1. Per the reference, the following report is submitted.

2. Section I

a. A narrative statement of the unit's overall character, capability, and ability to accomplish assigned mission, tasks, and functions. EXAMPLE: Your organization was inspected on (date of inspection). Procedures used were adequate to accomplish the mission of (state mission of areas inspected). The overall grade assigned was mission capable.

b. The areas: (List areas inspected).

3. Section IIa. Findings and Recommendations

(1) Finding 1. (State finding from checklist which the unit is not accomplishing. Ensure that each finding follows guidelines established in enclosure (2) of this Order and is noted on the checklist.)

Recommendation 1. (State recommended course of action that is resolve finding).

(2) Finding 2

Recommendation 2. (State recommended course of action that is to resolve finding).

ENCLOSURE (4)

MCCDCO **5040.2**

**18 SEP 2001**

Subj: UNIT VALIDATION REPORT

b. Amplifying Comments. (State any comments which enhance the understanding of findings noted or specifics which explain situations of interest. Comments on outstanding or substandard performers to be noted in this paragraph.)

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INSPECTOR  
By direction

ENCLOSURE (4)

MCCDCO **5040.2**  
**18 SEP 2001**

COMMANDING GENERAL'S VALIDATION PROGRAM

ACTIVITY: \_\_\_\_\_ FUNCTIONAL AREA #: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

STATUS OF FINDINGS

FINDING #: FINDING FROM UNIT VALIDATION REPORT

CORRECTIVE ACTION: RECOMMENDED ACTION FROM UNIT VALIDATION  
REPORT STATUS: (STATE THE CURRENT STATUS OF  
CORRECTIVE ACTION FOR EACH FINDING)

COMMANDING GENERAL'S REMARKS: (This section allows the Commanding  
General to comment on any specific validation).

ENCLOSURE (4)